

## UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

**KEEP THIS FORM.** If you become unemployed, this information may be needed to determine your unemployment benefit entitlement.

To file a claim for benefits you need the following:

1. This form, **and** all similar forms you received from any employer in the past 18 months, or a pay stub with employer name, or W-2 Form.
2. Your Social Security number.
3. Your Driver License or State Identification card.
4. Your Permanent Resident Card, Resident Alien Card, or other INS document if you are not a citizen or national of the United States.
5. Names, dates of employment, and reason for separation from each employer you worked for in the past 18 months.
6. Gross earnings since you were last separated from your most recent employer.
7. Gross earnings from all employers in the past 18 months.

**YOU MAY FILE YOUR NEW, ADDITIONAL AND REOPENED CLAIM BY TELEPHONE. TO FILE BY TELEPHONE, CALL OUR NATION-WIDE TOLL FREE NUMBER AT: 1-866-500-0017.**

### What Day To File By Telephone

If the last two digits of your Social Security Number are:

- 00 thru 15 ...Mon. 8:00 a.m. - 12:30 p.m.
- 16 thru 33 ...Mon. 12:30 p.m. - 4:30 p.m.
- 34 thru 48 ...Tues. 8:00 a.m. - 12:30 p.m.
- 49 thru 66 ...Tues. 12:30 p.m. - 4:30 p.m.
- 67 thru 81 ...Wed. 8:00 a.m. - 12:30 p.m.
- 82 thru 99 ...Wed. 12:30 p.m. - 4:30 p.m.

Call on Thursday or Friday from 8:00 a.m. - 4:30 p.m., if you miss your assigned reporting day.

To receive unemployment benefits, you must be eligible and qualified. You must:

- File a claim and report as directed.
- Register for work when directed by the Agency.
- Have sufficient earnings in the past 18 months.
- Meet the eligibility requirements regarding work search, availability for work, and ability to work.

**SEE THE REVERSE SIDE OF THIS FORM FOR DETAILS ON FILING FOR BENEFITS ON THE INTERNET.**

**TO THE EMPLOYER:** Rule R 421.204 of the Michigan Administrative Code requires that a completed copy of this form, or an equivalent written notice, be given to each employee before, or when, he/she is separated from your employ. A \$10.00 penalty for non-compliance with this Rule may be imposed by the Agency. Complete by entering the following information in the spaces below.

Your 10-digit UIA Account Number:

Your 9-digit Federal Identification Number:

**Employer's Name** with **D/B/A**, and complete mailing address where wage and separation information is available covering the worker given this form.

Name \_\_\_\_\_ Doing Business As (D/B/A) \_\_\_\_\_

Address for Employment and Separation Information \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Employers with questions may contact the Agency's Employer Customer HOTLINE at 1-800-638-3994**



The Unemployment Insurance Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Agency.

## **FILE YOUR CLAIM FOR UNEMPLOYMENT BENEFITS ON THE INTERNET**

You may file your new, additional and reopened claim on the public Unemployment Insurance Agency (UIA) website at [www.michigan.gov/uia](http://www.michigan.gov/uia) and click the Unemployment Claim link if ALL of the following requirements are met:

- You worked under only one Social Security number;
- You have not filed a claim for unemployment benefits against another state during the past 12 months;
- You have no wages from the federal government;
- You are not claiming weeks prior to the filing week;
- You have been employed by at least one, but not more than 19 Michigan employers during the past 18 months.

Before beginning your Internet filing be sure to have the information listed in Items 1 through 7 on the front of this form, and a pen or pencil and paper to make notes of information you will be given.

**The Internet Filed Claim System is available nationwide Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time regardless of the last 2 digits of your Social Security number.**

If you filed your claim by Internet or telephone within the past 60 days and have a problem or question about the claim, you can inquire about your claim by calling our Telephone Filed Claim Hotline at 1-866-500-0017. The hotline is available to take your inquiries on weekdays from 8:00 a.m. to 4:30 p.m. The Agency also operates a general toll-free Claimant Customer Relations Hotline at 1-800-638-3995 between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday.